A. CALL TO ORDER - PLEASE MUTE CELL PHONES

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS, DELETIONS, OR CONTINUANCES

E. PUBLIC COMMENT
   Individual comments have a 3 minute limit; Organizations have a 5 minute limit. General comment (non-agenda items) will be heard at this time; Specific agenda items will be heard right before
the item. Speaker cards must be turned in before the meeting starts.

F. BULK ITEMS  
1. Dec. 4, 2012 Minutes

G. FINANCIAL REPORT  
2. Accounting & Payroll Software RFP

H. COMMISSIONER’S ITEMS  
3. Waiver of Insurance Premiums

I. LEGAL COUNSEL REPORT

J. GENERAL MANAGER’S REPORT

K. COMMISSIONERS ROUNDTABLE

L. ADJOURNMENT
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Dec. 11, 2012

[ ] PUBLIC HEARING
[ ] DISCUSSION
[X] ACTION ITEM
[ ] Other:

SUBJECT: Minutes

RECOMMENDED MOTION/ACTION:

Approved by General Manager
Date: ______________________

Originating Department: General Manager

<table>
<thead>
<tr>
<th>Department Review:</th>
<th>Costs: $</th>
<th>Attachments: Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Counsel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Funding Source:

[ ] Engineering
[ ] Clerk
[ ] Operations

Advertised:

Date: ________________
Paper: ________________
[X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
MINUTES
Key Largo Wastewater Treatment District (KLWTD) Meeting

December 4, 2012
98880 OVERSEAS HWY, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a Commission Meeting at 4:00 PM. Present were Chairman Majeska, Commissioners, Norman Higgins, Andy Tobin, and Steve Gibbs. Also present were the General Manager Margaret Blank, General Counsel, Ray Giglio, District Clerk Carol Walker, and other appropriate District Staff.

The Pledge of Allegiance was said.

APPROVAL OF AGENDA
Paul Christian removed the Accounting Software RFP. Chairman Majeska added questions about the November Monthly Report.

Motion: Commissioner Higgins made a motion to approve the agenda as amended. Commissioner Gibbs seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
<td></td>
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<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 4 to 0

PRESENTATION
Stan Shawler
Mr. Shawler was presented with a Proclamation congratulating him on obtaining his Class A license. The Board directed that Mr. Shawler be given a gift certificate for the Key Largo Conch House.

PUBLIC COMMENT
Name & Address  Subject
N/A

BULK ITEMS
Minutes of Nov. 20, 2012
Rock Harbor Marina Inc. Review
John & Catherine Lozano Adjustment
Motion: Commissioner Higgins made a motion to approve Bulk Items. Commissioner Gibbs seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>X</td>
<td></td>
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<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 4 to 0

FINANCIAL REPORT
Report of Cash, Revenues, and Expenditures

Motion: Commissioner Tobin made a motion to approve the Report of Cash, Revenues, and Expenditures contingent upon the availability of funds. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Chairman Majeska</td>
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<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Motion passed 4 to 0

Chairman Majeska opened the Public Hearing at 5:00 PM

RESOLUTION NO. 74-12-12
A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, KEY LARGO, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREA OF THE ISLAND OF KEY LARGO; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

Chairman Majeska asked for public comment. There were no speakers

Public Hearing was closed at 5:04 PM

Motion: Commissioner Tobin made a motion to approve Resolution No. 74-12-12. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Majeska</td>
<td>X</td>
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</tr>
</tbody>
</table>

KLWTD Board of Commissioners
Board Meeting
Dec. 4, 2012
Quarterly Report
Peter Rosasco reviewed the report.

GENERAL MANAGER REPORT
Instrumentation Calibration Equipment Purchase

Motion: Commissioner Gibbs made a motion to approve the purchase of Instrumentation Calibration Equipment. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
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<tr>
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<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 4 to 0

Security Fencing for Vacuum Stations “A” and “JK”

Motion: Commissioner Gibbs made a motion to approve the purchase of Security Fencing for Vacuum Stations “A” and “JK”. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
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<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Motion passed 4 to 0

Dump Trailer

Motion: Commissioner Gibbs made a motion to approve the purchase of a Dump Trailer. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
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</tr>
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<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Brooks</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 4 to 0
Truck

Motion: Commissioner Tobin made a motion to approve the purchase of a 2013 Chevy Silverado Extended Cab. Commissioner Higgins seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
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<td>X</td>
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<td></td>
</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Motion passed 4 to 0

Van

Motion: Commissioner Higgins made a motion to approve the purchase of a 2013 Chevy Cargo Van. Commissioner Gibbs seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Commissioner Brooks</td>
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</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed 4 to 0

2013 Meetings

Motion: Commissioner Tobin made a motion to approve the submitted meeting dates for 2013. Commissioner Gibbs seconded the motion.

Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
<td>X</td>
<td></td>
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<tr>
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<td>X</td>
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</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Motion passed 4 to 0

Health Insurance

Paul Christian explained the policy choices.

Motion: Commissioner Tobin made a motion to approve the contract for Health Insurance for 2013 with FLC United Health Care for $722.45 a month per employee. Commissioner Gibbs seconded the motion.
Vote on Motion

<table>
<thead>
<tr>
<th>Member</th>
<th>Yes</th>
<th>No</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Higgins</td>
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<td></td>
<td></td>
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<tr>
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<td>Commissioner Brooks</td>
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</tr>
<tr>
<td>Commissioner Tobin</td>
<td>X</td>
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</tr>
</tbody>
</table>

Motion passed 4 to 0

COMMISSIONER'S ROUNDTABLE
Commissioner Gibbs asked the Board if they wanted him to talk about anything special since he will be addressing the Leadership Monroe Class.

ADJOURNMENT
The KLWTD Board adjourned the Board Meeting 6:38 PM.

The KLWTD meeting minutes of Dec. 4, 2012 were approved on Dec. 11, 2012.

__________________________
Chairman

__________________________
Carol Walker, CMC District Clerk
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Dec. 11, 2012
Agenda Item No. 2

[ ] PUBLIC HEARING
[ ] DISCUSSION
[X] ACTION ITEM
[ ] Other:

SUBJECT: RFP Accounting & Payroll Software RFP

RECOMMENDED MOTION/ACTION: Direction to release the Accounting & Payroll Software

Approved by General Manager
Date: 12/11/2012

Originating Department: General Manager

Costs: $
Funding Source:

Department Review:
[ ] District Counsel
[X] General Manager
[ ] Finance

[ ] Engineering
[ ] Clerk
[Operations]

Attachments: RFP

Advertised:
Date: 
Paper: 
[X] Not Required

Summary Explanation/Background:

Resulting Board Action:

☐ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised
REQUEST FOR PROPOSAL (RFP)

Subject: Purchase, Implementation, and Support of Enterprise-wide Accounting & Payroll Software

RFP #: TBD
Due Date/Time: TBD
Submit To: District Clerk
Key Largo Wastewater Treatment District
PO Box 491
Key Largo, FL 33037

For Hand or Overnight Delivery Please use the following address:

District Clerk
Key Largo Wastewater Treatment District
98880 Overseas Highway, Key Largo, FL 33037
PHONE (305) 451-4019
FAX (305) 453-5807
1. CALENDAR OF EVENTS

Listed below are important dates and times by which the actions noted must be completed. If the District finds it necessary to change any of these dates or times, the change will be accomplished by addendum. All dates are subject to change.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>TBD</td>
</tr>
<tr>
<td>Response to Questions</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for Submitting Proposals</td>
<td>TBD</td>
</tr>
<tr>
<td>Select Short List for Demonstrations</td>
<td>TBD</td>
</tr>
<tr>
<td>Vendor Demonstrations</td>
<td>TBD</td>
</tr>
<tr>
<td>Final Ranking and Selection</td>
<td>TBD</td>
</tr>
<tr>
<td>Commission Approval to Negotiate</td>
<td>TBD</td>
</tr>
<tr>
<td>Contract Negotiation</td>
<td>TBD</td>
</tr>
<tr>
<td>District Commission Approval of Contract</td>
<td>TBD</td>
</tr>
<tr>
<td>Data Conversion</td>
<td>TBD</td>
</tr>
<tr>
<td>Training and Implementation</td>
<td>TBD</td>
</tr>
<tr>
<td>Targeted Go Live</td>
<td>TBD</td>
</tr>
</tbody>
</table>
2. Administrative Requirements

1.1 Introduction

The Key Largo Wastewater Treatment District hereby solicits sealed written proposals for the implementation of an integrated financial accounting system and related modules, data conversion, training, implementation assistance and ongoing software support, in accordance with the terms, conditions and specifications outlined in this Request for Proposal (RFP).

1.2 Background

The Key Largo Wastewater Treatment District was formed as a special district with the election of inaugural commissioners on November 5, 2002, as provided in Chapter 2002-337, Florida Statutes. The District's mission includes the introduction and operation of advanced wastewater treatment and disposal infrastructure to serve all residents and commercial operations on the unincorporated island of Key Largo. The District currently employs 31 Full-Time, regular employees which are a mixture of hourly and salaried, 5 elected Commissioners and occasional part time and temporary employees. The District has an annual operating budget of approximately $13 Million. Currently, the District is using QuickBooks Enterprise Solutions v11.0 in a multi-user, client-software based environment on a 64-bit, Microsoft Windows 7 Professional platform.

1.3 Summary of Current Network architecture

2.1.1. Servers: The Key Largo Wastewater Treatment District’s current Server environment consists of:

2.1.1.1. A Red Hat Enterprise Linux 5 server with a 16-core, Intel Xeon processor running at 2.27GHz with 24GB of Random Access Memory (RAM) and over 10TB of available disk space. This server is running MySQL, Apache, PHP and SAMBA (as well as other services).

2.1.1.2. A Windows Server 2008 R2 (64-bit) server with a 16-core, Intel Xeon processor running at 2.4 GHz with 24GB of Random Access Memory (RAM) and over 10TB of available disk space. This server is running MS SQL Sever 2008 R2 and serves as the District’s GIS and Cityworks Server.

2.1.1.3. A Red Hat Enterprise Linux 6 Virtual Appliance running MySQL, Apache, PHP and SAMBA (as well as other services)

2.1.1.4. A Centos Virtual Appliance running FreePBX for VoIP Applications

2.1.1.5. An Ubuntu Virtual Appliance running Zarafa Collaboration Platform (ZCP) v7.1

2.1.1.6. A Windows Server 2008 R2 (64-bit) server with a 16-core, Intel Xeon processor running at 2.4 GHz with 24GB of Random Access Memory (RAM) and over 10TB of available disk space. This server is
running MS SQL Sever 2008 R2 and serves as the District’s GIS and Cityworks Server.

2.1.2. Network: The Network consists of two independent Gigabit backbone Ethernet networks with multiple 802.11N wireless access hubs at two separate physical locations connected via Virtual Private Network (VPN) tunnel using Netgear Prosafe VPN Firewall Routers across a 50Mbs/25Mbs Internet connection with an effective WAN Backbone bandwidth of 25Mbps.

2.1.3. Workstations: All workstations are configured with a minimum of a dual core processor running at 2.3GHz, 2GB of Random Access Memory (RAM), 10GB of available disk space and are running a 64-bit, Microsoft Windows 7 Professional Operating System. Most workstations also contain Microsoft Office 2010.

1.4 Scope of Work

2.1.4. The District is seeking proposals from qualified and experienced software vendors to provide a functionally rich, fully integrated financial accounting software application package. The Proposer shall prepare a response that clearly represents the experience of the firm in the utility environment, functionality of the software package, and outlines an accurate representation of all costs. The following modules are included in the scope:

<table>
<thead>
<tr>
<th>Financial Systems</th>
<th>Now</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Budgeting</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Time &amp; Attendance</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Inventory Management</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fixed Assets/Property Control</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Contract Management</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Grant Management</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cash Receipts</td>
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<td></td>
</tr>
<tr>
<td>Utility Billing</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Work Order System</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Financial Reporting</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

2.1.5. For the purposes of this proposal, vendors should assume a full turnkey implementation including installing the software purchased, training and conversion of data from the current system.
2.1.6. Server Platform: The preferred server platform is RHEL or Virtual appliance on RHEL Platform. MS Windows Server 2008R2 is also acceptable.

2.1.7. The District shall provide server hardware.

2.1.8. Workstation Platform: The preferred client platform is web browser-based. Secondary consideration will be given to hybrid implementations using a mixture of client-side applications and browser-based access.

1.5 User and Volume Estimates

The following is a current volume and user statistics.

2.1.9. General

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate number of personal computer workstations</td>
<td>35</td>
</tr>
<tr>
<td>Approximate number of workstation requiring access to Full Accounting</td>
<td>8</td>
</tr>
<tr>
<td>Approximate number of workstations requiring concurrent access to Full Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Approximate number of workstation requiring access to Purchasing module</td>
<td>12</td>
</tr>
<tr>
<td>Approximate number of workstations requiring concurrent access to Purchasing module</td>
<td>6</td>
</tr>
<tr>
<td>Approximate number of workstations requiring access to time and attendance module</td>
<td>30</td>
</tr>
<tr>
<td>Approximate number of workstations requiring concurrent access to time and attendance module</td>
<td>15</td>
</tr>
</tbody>
</table>
2.1.10. Financial System

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of funds</td>
<td>1</td>
</tr>
<tr>
<td>Total number of divisions on organizational chart</td>
<td>7</td>
</tr>
<tr>
<td>Average number of accounts payable invoices per month</td>
<td>200</td>
</tr>
<tr>
<td>Average number of payable checks per month</td>
<td>150</td>
</tr>
<tr>
<td>Total number of concurrent users of the Financial system</td>
<td>8</td>
</tr>
<tr>
<td>Total number of inquiry only users of the Financial system</td>
<td>10</td>
</tr>
<tr>
<td>Total number of update users of the Financial system</td>
<td>8</td>
</tr>
</tbody>
</table>

1.6 Critical Assumptions

2.1.11. The proposed solution must support a minimum of 3% annual growth per year in all areas over the next five years.

2.1.12. The selected vendor will be held contractually to all information provided in their proposal and any subsequent documentation and demonstration material(s). The response to this RFP will become an attachment to the software purchase contract.

2.1.13. The proposed software is assumed to be the most current version of the software being used in a production mode unless otherwise specified.

1.7 Proposal Due Date and Opening

2.1.14. Sealed proposals must be received on or before TDB at 4:00PM (Eastern Daylight Time), at the Office of the District Clerk, PO Box 491, Key Largo, FL 33037, or proposals can be hand delivered or overnighted to the following address: 98880 Overseas Hwy, Key Largo, Florida 33037. The District Clerk's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except District holidays.

2.1.15. Any proposal received after the specified time will be returned unopened. The Proposer is solely responsible for ensuring the proposal is received on or before the deadline.

2.1.16. On the envelope containing the proposal the following shall be written in large letters:

Proposal For: Enterprise-wide Accounting & Payroll Software
RFP Number: TBD
To Be Opened: TDB at 4:00 p.m.
2.1.17. RFPs will be opened and listed publicly in District's Administrative Office, 98880 Overseas Hwy, Key Largo, Florida 33037 on the date and time specified above.

2.1.18. All proposals that are not submitted in the required format or missing required forms will be subject to rejection. The complete RFP and applicable forms are available on the Onvia DemandStar website (www.demandstar.com) or by sending an email to carolw@klwtd.com. All proposals must be signed in ink. It is agreed upon by the Proposer that the signing and delivery of the Proposal represents the Proposers acceptance of the terms and conditions of the specifications.

2.1.19. It is anticipated that based on the proposals, three (3) firms will be selected to demonstrate the proposed software. A second evaluation will be conducted after the software demonstrations for the final ranking and selection. The District Commission will then vote upon the recommendation of the Evaluation Committee and upon their approval will authorize negotiation of an agreement with the successful proposer. After negotiations are completed the District Commission will give final approval to the agreement.

1.8 Submission of Proposals

2.1.20. How Proposals Are To Be Submitted: All proposals must be submitted in a sealed envelope, addressed, and mailed or delivered as stated in the Request for Proposal. Any Proposer may withdraw his proposal either personally, or by electronic or written communication at any time prior to opening of the proposals. All proposals must be in the possession of the District Clerk's office at the time of the proposal opening. Proposals submitted after the time specified shall not be considered and shall be returned unopened. It is the sole responsibility of the Proposer to ensure that his or her proposal reaches the District Clerk's Office on or before the closing date and time. Proposals submitted by telephone, telegram, facsimile or email will not be accepted. If the proposal is sent by overnight courier, (i.e., Federal Express, UPS, etc.), the proposal must be enclosed in an envelope marked as instructed above.

2.1.21. Incurred Expenses - The District is not responsible for any expenses the Proposer may incur in preparing and submitting proposals for this Request for Proposal.

2.1.22. Interviews/Software Demonstrations - The District reserves the right to conduct personal interviews or require software demonstrations of any or all Proposers prior to selection. The District will not be liable for any costs incurred by the Proposer in connection with such interviews or presentations (i.e. travel, accommodations, etc.).

2.1.23. Request for Modification - The District reserves the right to request that the Proposer modify this proposal to fully meet the needs of the District.
2.1.24. Request for Additional Information - The Proposer shall furnish such additional information as the Key Largo Wastewater Treatment District may reasonably require. This includes information that indicates financial resources as well as ability to provide and maintain the system and/or services. The District reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to a background investigation. The District also reserves the right to make such investigations, as it may deem necessary to establish the competency and financial ability of any Proposer to perform the work.

2.1.25. Acceptance/Rejection/Modification to Proposals - The Key Largo Wastewater Treatment District reserves the right to reject any or all proposals, in whole or in part, with or without cause, to waive any informalities and technicalities, and to award the contract on such coverage and terms it deems will best serve the interest of the District. Criteria utilized by the District for determining the most responsive and responsible Proposer includes, but is not limited to, cost, whether Proposer meets the District's published requirements, the Proposers experience, skill, ability, financial capacity, references, and any other factors which could reasonably be asserted as being relevant to successful performance. Refer to Section 1.9.

2.1.26. Proposals Binding - All proposals submitted shall be binding for one hundred fifty (150) calendar days following opening.

2.1.27. Addendum and Amendment to Request for Proposal - If it becomes necessary to revise or amend any part of this Request for Proposal, the District will post the Addendum on the Demandstar website, and will distribute it via email to all identified prospective Proposers.

2.1.28. Economy of Preparation - Proposals should be prepared simply and economically, providing a straightforward and concise description of the Proposers ability to fulfill the requirements of this Request for Proposal.

2.1.29. Proprietary Information - In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and, except as may be provided by other applicable State and Federal Law, all Proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the Proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
2.1.30. Proposals Will Not Be Returned - All proposals received from Proposers in response to this Request for Proposal will become the property of the Key Largo Wastewater Treatment District and will not be returned to the Proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the District.

2.1.31. Proposer's Certification - By submitting a proposal, the Proposer certifies that he/she has fully read and understands the proposal method, meets the mandatory requirements and has full knowledge of the scope, nature, and quality of work to be performed.

1.9 Format for Response

2.1.32. Proposer shall submit ten (10) paper copies of the proposal in the prescribed form along with a single CD containing the RFP response in Adobe PDF format. All copies and the CD must be plainly marked by the Proposer with the vendor name, date and this RFP Title and number.

2.1.33. Proposer's Responsibility To Be Informed - Proposers are expected to fully inform themselves as to the requirements of the specifications and failure to do so will be at their risk. A Proposer shall not expect to secure relief on the plea of error.

1.10 Evaluation of Proposal and Procedures

2.1.34. Evaluation

2.1.34.1. A Selection Committee will be established by the District to review and evaluate all proposals. The Selection Committee will review all proposals for completeness of information submitted, experience, installed client base, references, and ability to meet technical requirements, functionality and cost; with special emphasis placed on the technical and functionality requirements. The Selection Committee may request clarification or may, in its sole discretion, eliminate any proposals from consideration, which are incomplete and/or do not comply with the requirements herein. Proposers will be evaluated according to the following criteria:

- Responsiveness of the proposal related to the scope of work requested.
- Ability, capacity, and skill of the Proposer to perform the services on a timely basis.
- Responses of the client references and past performance.
Experience of the business and individual members of the business in accomplishing similar services for utilities.

Total price including, but not limited to, cost of software, implementation, conversion and training.

Responsiveness of the proposal related to the technical requirements.

The application(s) ability to meet the functional requirements of the District.

Such other information as may be required or secured.

2.1.34.2. Evaluation Categories and Maximum Points

The District will consider qualifications and experience, technical approach, and cost in the evaluation of proposals. The maximum points that shall be awarded for each of these categories are detailed below:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications, Experience, and Responsiveness of Proposal</td>
<td>40</td>
</tr>
<tr>
<td>Technical Approach</td>
<td>30</td>
</tr>
<tr>
<td>a. Client/Server Architecture</td>
<td>+0</td>
</tr>
<tr>
<td>b. Client-Server/Browser Hybrid</td>
<td>+5</td>
</tr>
<tr>
<td>c. Browser-based</td>
<td>+10</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>30</td>
</tr>
</tbody>
</table>

2.1.35. Review Procedure

2.1.35.1. A Selection Committee (herein after referred to as "the Committee") consisting of at least four (4) members will be established to review and evaluate all proposals submitted in response to this Request for Proposal (RFP). The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this Request for Proposal or as reasonably determined by the Committee.
2.1.35.2. The Committee will first review each proposal for compliance with the mandatory requirements of the RFP. Failure to comply with any mandatory requirements will disqualify a proposal immediately.

2.1.35.3. The Committee reserves the right to conduct pre-award discussion of the general terms and conditions of the contract with any or all Proposers who submit proposals determined to be reasonably acceptable of being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission of proposals and prior to award of a contract.

2.1.35.4. The Committee will select a short list of firms for a product demonstration and oral discussion of the firm’s proposal. This demonstration and discussion will be conducted at the District or by a web meeting. Prior to the demonstration, vendors may be asked to complete a more detailed questionnaire regarding their system. This additional information also becomes part of the final contract. After the scripted demonstration/oral discussion, the Committee will rank the firms.

2.1.35.5. For the firms selected for scripted demonstrations, reference checks will be conducted.

2.1.35.6. Based upon the demonstrations and reference checks, the Committee will rank the proposals and the Committee will meet again to make a final ranking and selection of the top-ranked proposer. The proposer selected by the Evaluation Committee will be submitted to the District Commission for approval. Commission approval will be sought to negotiate a contract with the top ranked firm. The negotiated contract will be returned to the Commission for final approval at a later meeting.

2.1.35.7. Contract negotiations will then be conducted with the highest ranked Proposer. If these negotiations are successful the process is complete. If the negotiations fail with the number one firm, the same procedure will be followed with the second ranked firm and, if necessary, the third ranked firm.

2.1.35.8. The District reserves the right to reject any and all proposals and to waive minor irregularities. The District further reserves the right to seek new proposals when such a procedure is reasonably in the best interest of the District to do so.
1.11 Questions Regarding Specifics or Proposal Processes

Any questions relative to interpretation of specifications or the proposal process shall be emailed to Carol Walker, carolw@klwtd.com by TBD.

2 Legal and Insurance Requirements

2.1. General Legal Requirements

2.1.1. Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein shall be deemed to apply. Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility.

2.1.2. The Proposer further certifies that he has not been included on any list of suspended or debarred vendors maintained by any federal, state, or local government agency within the 36 month period prior to the official submission deadline of this RFP.

2.1.3. The obligations of the District under this award are subject to the availability of funds lawfully appropriated for this purpose.

2.1.4. This Request for Proposal and the vendor’s proposal shall be included and incorporated into the final award.

2.2. Applicable Law and Venue

2.2.1. This RFP, responses from Proposers and contracts resulting from this RFP shall be governed by the laws of the State of Florida. Any actions taken between the Key Largo Wastewater Treatment District and the successful Proposer shall be brought in Monroe County, Florida.

2.3. Conditions of Proposals

2.3.1. Late Proposals: Proposals received by the District after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposal to the location designated for receipt of proposals.

2.3.2. Completeness: All information required by the Request for Proposal must be supplied to constitute a legitimate proposal.

2.3.3. Public Opening - All proposals will be publicly opened at the time and place specified and made available for public inspection.
2.3.4. Award Presentation – Staff will present to District Commission for acceptance and final award, the top ranked proposals, or will reject all proposals, within one hundred and fifty (150) calendar days from the date of opening of proposals.

2.4. Terms and Conditions of Agreement

All sections of the District’s specifications and all supplementary documents are essential parts of the District’s contract and requirements occurring in one area are deemed as though occurring in all. The response to the RFP will be attached as an addendum to the final negotiated contract.

2.5. Discussion With Responsible Proposers

Discussions may be conducted with responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Proposers except as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes.

2.6. Execution of Agreement

The successful Proposer shall, within eight (8) calendar days after the Key Largo Wastewater Treatment District issues Notice of Award, negotiate and enter into a contract with the District for the proposed software. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

2.7. Conflict of Interest

The award hereunder is subject to the provision of State of Florida Statutes and Key Largo Wastewater Treatment District Ordinances.

2.8. Public Entity Crimes

A person or affiliate, as defined in §287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.01 of the Florida Statutes for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

2.9. Florida Prompt Payment Act
For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor or other invoicing party shall consist of at least all of the following:

- A description (including quantity) of the goods and/or services provided to the District (or a party on behalf of the District) reasonably sufficient to identify it (or them);
- The amount due, applicable discount(s), and the terms thereof;
- The full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number.

2.10. Insurance Requirements

Proposers must submit with their proposal, Proof of Insurance, meeting or exceeding the following requirements or a Letter of Intent to provide the following requirements if awarded the contract:

2.10.1. Worker's Compensation Insurance

As required by law
* Employer's Liability Insurance
  $500,000 per occurrence
* Comprehensive General Liability Insurance
  $500,000/person and $500,000 per accident for bodily injury
* Automobile Liability Insurance
  $250,000 per occurrence, $250,000 per accident for bodily injury and $250,000 per accident for property damage
* Professional/Errors & Omissions
  $250,000
* Employee dishonesty/theft
  $250,000

2.10.2. The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the State of Florida, with the minimum rating of B+ or better, in accordance with the latest edition of A.M. Best's Insurance Guide.

2.10.3. The successful Proposer must submit, no later than ten (10) days after award and prior to commencement of any work, a Certificate of Insurance naming the Key Largo Wastewater Treatment District as additional insured.

2.11. Code of Ethics

If any Proposer violates the Code of Ethics of the State of Florida or any such code of Ethic of any jurisdiction applicable to the District with respect to this proposal, such Proposer may be disqualified from performing the work and future work for the District.
2.12. **Patents, Royalties and Copyright**

The Proposer, without exception, shall defend, indemnify and save harmless the Key Largo Wastewater Treatment District and its employees from any action, proceeding liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the Key Largo Wastewater Treatment District. If the bidder uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the Bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

3. **Inquiries and Response Requirements**

3.1. **Letter of Transmittal**

- Limit to one or two pages.
- Briefly state the Proposer's understanding of the work to be done and make a positive commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
- Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the District's Request for Proposal.

3.2. **General Information**

- Name of Business.
- Mailing Address and Phone Number.
- Names and contact information of persons to be contacted for information or services if different from name of person in charge.
- Normal business hours.
- State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
- Give the date business was organized and/or incorporated, and where.
- Give the location of the office from which the work is to be done and the number of professional staff employees at that office.
- Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.
- State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.
• If you meet the Women/Minority Business Enterprise Policy requirements, provide documentation.
• List all MIS services, computer hardware and/or software products marketed by the firm, its parent firm or any subsidiary firm.
• Specify the number of years the Proposer firm has been in the software business.
• Specify the total number of employees in the firm.
• Specify the number of employees dedicated to research and development.
• Specify the total number of current clients using any of your firm’s software.
• Specify the total number of current clients currently using the integrated software that is being proposed.
• Specify the total number of utility clients and indicate the utility clients in the State of Florida.

3.3. References
Specify five (5) utility references with as many State of Florida references as possible. If possible, identify municipal references that have a population range of 10,000 to 50,000.

3.4. Software Implementation
3.4.1. Attach a proposed implementation schedule with key activities and estimated milestones. Describe the approach and resources necessary to implement the proposed software.

3.4.2. Provide a recommended training plan. Include the location, the type of individuals to be trained per module, the number of hours of training per module and the cost per module. The District believes that training is a key to success and wants to ensure that all users are thoroughly trained. In the attachment, please provide a reference to a municipality that you believe you served exceptionally well in providing training on your software during the implementation process.

3.5. Technical Inquiries
Provide a response to each of the following.

• Are any additional software licenses required, (e.g., Adobe Acrobat, Crystal Reports)? Please list.
• Please identify other fully integrated modules that are currently available for future installation with the proposed system.
• What is the minimum desktop requirement?
• What is the ideal desktop requirement?
o What are your normal help desk hours for both technical and functional support?

o Does this help desk support all systems and modules proposed in this RFP?

o Identify all vendors or partnerships involved in this proposal and what they are providing.

3.6. Inquiries on Functionality

Provide a response to each of the following. Indicate if a modification, or additional module is required to complete the functionality item in question. Also indicate the cost of the modification, or additional module. Furthermore, indicate if you will continue to support the modification, or additional module through future maintenance updates. If you cannot maintain the modification through future updates without additional cost, please indicate.

o Does the system have security at the field, screen and functional level? (Specify which)

o Does the system have the ability to set up a fixed number of login attempts?

o Describe how ad-hoc reports are generated using your proposed systems data. Is all of the data in the system available to be easily downloaded to a Microsoft Office application such as Excel, Access or Word by the end-user?

o Does your system provide workflow capabilities throughout all modules allowing documents to be routed and approved online? If so, describe how this is accomplished.

o Does your system have standard record- and file-locking capabilities to protect data integrity, if multiple users are changing the same record simultaneously?

o Does the system permit a flexible general ledger account structure? Explain and describe field length.

o Does the proposed system have the ability to set-up the Florida State Uniform Accounting System's Chart of Accounts as a primary or secondary reporting structure?

o Do your chart of accounts segments enforce valid values – e.g. invalid segment value combinations are not permitted?

o Does the finance system support project accounting?

o Is there a Grant Management Module or functionality?

o Is there a Contract Management Module or functionality?

o Is there a Budgeting Module or functionality?

o Does the system contain budget projection capabilities?
Can a user upload budgets from an MS Excel spreadsheet? If not, what options are available for uploading budget data?

Does the system have the ability to maintain long-term Capital Improvement Project (CIP) budget for multi-year projects, separate from the annual operating budget?

Describe your user interface and journal entry validation process.

Does the system support reversing Journal Entries?

Does the system permit out of balance journal entry posting?

Does the system have a Requisition and Purchasing Module that has encumbrance accounting methods functionality?

Are Purchase Orders electronically routed for the approval process?

Do requisitions flow automatically into purchase orders and then (if appropriate), into fixed assets?

Does the system allow for multiple cost centers on one purchase order? (i.e., ordering in bulk but charging to multiple divisions/cost centers.)

Does the Purchasing Module allow PO's to be faxed or e-mailed to vendors?

Is there an ability to designate and track warranties associated to purchase order line items?

Does the system have a Fixed Asset Module or functionality?

Does the system have an Inventory Management Module or functionality? If so, can the system handle multiple inventories?

Does the inventory system allow for the expensing of inventory?

Can you track individual assets under the determined threshold separately?

Can you add components under the predetermined fixed asset threshold to the main asset?

Is the inventory and fixed asset system capable of generating and utilizing bar coding technology?

Does the inventory system allow for storage of images connected to the fixed asset?

Does the system have an Accounts Payable Module or functionality?

Does the system provide an Aged Payable Balance Report?

Does the system allow for 1099, W-2 and 941 reporting?

Does the system have edit checking capabilities to avoid duplicate payment of invoices?

Does the system electronically route invoices for approval(s)?
o Does the system support imaging of vendor invoices?
o Can check disbursements be made individually?
o Does the system allow vendor file information to be changed without losing the audit trail (e.g., name change)?
o Does the system have an Accounts Receivable Module or functionality?
o Does the system allow for interest calculations on monthly Accounts Receivable invoice amounts?
o Does the system provide an Aged Receivable Balance Report?
o Does the system have the capability to create and track Liens?
o Does the system have the capability to maintain loan programs and calculate payoffs at any time?
o Does the system have a Cash Receipts Module or functionality that interfaces with all software being proposed?
o Please attach a list and description of ALL other modules that are available for the system you are proposing.

3.7. Cost Proposal

The Key Largo Wastewater Treatment District is exempt from all Federal Excise and State Taxes. Please provide an all-inclusive cash purchase price, (i.e., initial software, implementation services, annual maintenance, data conversion, etc.) Include all travel and reimbursable expenses in these costs. Also include cost estimates and descriptions of the staff training programs available. As well as the price quotes for the ongoing annual support and maintenance fees necessary after the initial software purchase and implementation.
KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Dec. 11, 2012 
Agenda Item No. 3

[ ] PUBLIC HEARING  [ ] RESOLUTION
[X] DISCUSSION  [ ] BID/RFP AWARD
[ ] ACTION ITEM  [ ] CONSENT AGENDA
[ ] Other:

SUBJECT: Waiver of Insurance Premiums

RECOMMENDED MOTION/ACTION:

Approved by General Manager ____________

Date: ____________

Originating Department: Commissioner Tobin

Costs: $ 

Funding Source: 

Department Review: 

[ ] District Counsel 

[ ] General Manager 

[ ] Finance 

[ ] Engineering 

[ ] Clerk 

[ ] Operations 

Advertised:

Date: 

Paper: 

[X] Not Required 

Summary Explanation/Background: Commissioner Tobin would like to discuss waiving the insurance premium payment for a lost term illness or accident.

Resulting Board Action:

☑ Approved  ☐ Tabled  ☐ Disapproved  ☐ Recommendation Revised